




# USAID | BENIN

FROM THE AMERICAN PEOPLE

**TO:** All qualified FSN Applicants  
**FROM:** Clemencia Acacha, Supervisory Executive Specialist   
**Subject:** Job Opportunity Announcement - Solicitation #: PSC 680-09-002  
(Readvertisement of FSN A&A Specialist Position)  
**Date:** October 30, 2009

USAID is accepting applications from Foreign Service Nationals:

**POSITION TITLE** : Acquisition and Assistance Specialist  
**NUMBER OF POSITIONS** : One (1)  
**GRADE** : Foreign Service National (FSN-9/10)  
**OPENING DATE** : November 03, 2009  
**CLOSING DATE** : December 02, 2009  
**WORK HOURS** : Full-time; 40 hours/week

**Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work permit to be eligible for consideration.**

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

## **I. BASIC FUNCTION OF POSITION**

The position is located in the Office of Acquisition and Assistance (OAA), located in the USAID/Benin Mission. OAA provides support to the USAID/Benin Mission which includes in basic education, family health and promotion of women's justice empowerment as well as the Executive Office. USAID's annual budget for FY 2009 is approximately \$ 35 million.

This is one of two identical FSN Acquisition and Assistance (A&A) Specialist positions located in the Office of Acquisition and Assistance (OAA), USAID/Benin.

The primary purpose of this position is to provide subject matter expert advice and services as an A&A Specialist to USAID/Benin in designing, planning, negotiating, executing and administering a full range of acquisition and assistance instruments. The A&A Specialist will provide support to Mission Team Divisions as well as the Program and Administrative Management Offices, to ensure implementation leading to the most efficient and effective achievement of results in support of the Mission Team Divisions. The incumbent reports directly to the OAA Senior Acquisition and Assistance Specialist.

The incumbent is responsible for the procurement of variety of goods and services ranging in complexity from small dollar services and commercial item purchases to multimillion dollar technical assistance acquisition and assistance instruments.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

### **a. Pre-award/Award Formation: 30% OF TIME**

Under the supervision of the Senior Acquisition and Assistance Specialist, manages the acquisition and assistance process, ensuring compliance with United States Government and USAID regulations and policies. Participates in meetings and assists in strategic and procurement planning and provides guidance and instructions on Federal and USAID regulations, policies and procedures to Mission personnel and recommends procurement and financing alternatives vis-à-vis appropriate acquisition and assistance instruments to achieve Mission team goals.

Provides guidance and support throughout the procurement planning in finalizing SOT and Administrative Management Office procurement plans. Provides comments and recommendations to ensure completeness and appropriateness of statements of work/program descriptions/technical specifications, justifications, source selection criteria, other necessary approvals, etc. before providing clearance to procurement request documents, such as the Modified Acquisition and Assistance Request Documents (MAARD).

Prepares simple and complex solicitations documentation, such as Requests for Proposals (RFP) and Requests for Applications (RFA), as appropriate, and ensures compliance with Federal publication requirements. Coordinates with the requesting office and supervises the development and execution of contractual documentation for the solicitation and technical evaluation phases.

Conducts in-depth cost analysis of business proposals, including such aspects as evaluating technical approaches vis-à-vis proposed cost, reviewing audit reports, forecasting pricing trends, evaluating economic factors, applying weighted guidelines for determining profit/fee, and evaluating overhead and general and administrative expenses. Determines the competitive range and develops the USG negotiation strategy.

Conducts negotiations with U.S. and local private sector for-profit and not-for-profit organizations, colleges, universities, other USG agencies, and Public International Organizations) to reach mutual agreement on the terms and conditions of acquisition and assistance instruments. Performs pre-award survey assessments of local NGOs and host government institutions and coordinates with the Office of Financial Management throughout the pre-award survey process. Recommends to the Senior A&A Specialist and the Contracting Officer responsibility determinations.

Recommends awards valued at millions of dollars, and prepares the contractual documentation for signature of the Contracting Officer. Prepares the memoranda of negotiation. Organizes pre-award and post-award debriefings. Documents the debriefings. Performs other related duties.

**b. Post-award Administration: 35% OF TIME**

Under the supervision of the Senior Acquisition and Assistance Specialist, administers A&A instruments in accordance with government regulations and Agency policies. Provides technically sound advice to Cognizant Technical Officers (CTOs) regarding oversight of contract management/assistance administration within the terms and conditions of the award and the parameters of the Contracting Officer's delegation of authority to the CTO. Provides interpretation of contract clauses or standard provisions, procurement regulations and policies and provides guidance on waivers to CTO personnel as well as to implementing partners.

Assists the Senior A&A Specialist in conducting post-award orientations to clarify issues on award requirements, such as billing procedures, delivery schedules, terms and conditions, and reporting requirements. Reviews and makes determination recommendations to the Senior A&A Specialist and the Contracting Officer regarding consent to subcontract and approval of key administrative actions.

Works closely with the Senior A&A Specialist, the Office of Finance Management, the Regional Inspector General (RIG) and the Regional Legal Advisor to resolve issues associated with claimed costs, audit findings, fraud, disallowance of costs, organizational conflict of interest, contractor or recipient personnel issues, home or field office questions, etc. and recommends corrective action to be taken to remedy the situation or, contract termination when warranted.

Monitors contractor performance through review of progress reports, vouchers, telephone conversations, correspondence, site visits, etc. for compliance with award terms and conditions. Provides guidance and training as required to host country personnel, contractor personnel and USAID personnel regarding acquisition and assistance requirements and regulations. Negotiates award extensions, price adjustments and modifications to contracts. Prepares determinations and findings relative to negotiated actions and coordinates contractor's requests for deviations.

Maintains contract files and records, and prepares reports, as required. Manages the contractor performance evaluation process to ensure compliance with the Federal Acquisition Regulations (FAR). Analyzes questioned costs to make allow ability. Provides follow-up on audit recommendations, including researching the finding and recommending corrective action for audit closure.

Reviews completed official award file to determine that all contractual actions are satisfied and that there are no pending administrative actions to be resolved, that all file documents are signed, that there are no litigation actions pending, and that the award is complete in every respect and ready to be administratively closed.

**c. Coordination: 15% OF TIME**

Coordinates contracting activities with other host government agencies, USG agencies, and public international organizations. Advises contractors, recipients, SO Team members and host country officials on Federal regulations, policies and procedures. Requests audit reports of pre-award surveys from the Office of the Inspector General, the Defense Contract Audit

Agency or M/OAA/CAM. Obtains clearances from the Small Business Administration for requirements on set-asides for small, minority and disadvantaged businesses.

Provides advice and assistance to Mission Teams on the adequacy of host country contracting processes and documentation. Performs cost analysis and negotiation of host country bids/proposals. Reviews implementation letters to the Host Government. Represents the A&A Office viewpoint by providing value-added input throughout the acquisition and assistance process.

**d. Mission support : 15% OF TIME**

Keeps updated and informed on all new policies, U.S. legislation, Executive Orders, Federal Regulations and how these may affect USAID A&A instruments. Keeps SOT and administrative support team members informed on new A&A policies through meeting participation. Provides the A&A perspective in assisting team members to arrive at sound business decisions. Recommends innovative ideas or solutions to situations/problems encountered on a daily basis. Ensures that acquisition and assistance support is provided within the established lead times and complies with the statutory and procedural requirements established by Federal and USAID authorities in order to protect USG interests. Provides acquisition and assistance support to other FSN A&A Specialists and Mission teams during peak workload and vacation periods.

**III. OTHER SIGNIFICANT FACTS:**

**a. Supervisory Received:**

Under the direct supervision of the Senior A&A Specialist, carries out all duties with a high level of independence and within overall policy guidance set by the Mission and the Contracting Officer, subject to Senior Acquisition and Assistance Specialist review and approval..

**b. Supervision Exercised:**

None.

**c. Available Guidelines and Policies:**

Federal Acquisition Regulation (FAR), USAID's Automated Directive System (ADS), Foreign Assistance Manual, Contract Information Bulletins (CIBs), Acquisition and Assistance Policy Directives (AAPDs), Office of Management Budget (OMB) Circulars and USAID Acquisition Regulation (AIDAR) Handbooks, Mission Orders and Mission Policies, Office of Management Budget (OMB) Circulars on audit and cost principles for educational and non profit organizations, 22CFR226, 22CFR228, USAID Policies and Procedures, Foreign Assistance Act, executive orders and Controller General decisions, and other procurement reference document.

**d. Exercise of Judgment:**

The employee must at all times demonstrate sound, professional judgment and must be able to recommend appropriate actions to the Senior Acquisition and Assistance Specialist and Contracting Officer, based on the reasonableness of the business decision, compliance with

applicable rules and regulations and other factors identified in the solicitation documentation. He/she is expected to exercise initiative and independent judgment in prioritizing workload, in handling contractor proprietary information, and in taking action on contract administration issues, including identifying and researching acquisition and assistance issues, recommending resolution to A&A issues and preparing draft responses.

**e. Authority to Make Commitments:**

USAID regulations preclude the issuance of warrants to Foreign Service Nationals (FSNs). Short of signature authority, the incumbent has considerable authority to negotiate and reach agreement on terms and conditions of any acquisition or assistance instrument. This includes selection of appropriate instrument type, acceptance of proposed indirect cost rates and proposed fee, recognition of pre-contract costs, agreement on final cost or price, payment provisions, frequency of reporting requirements, etc. These are subject to the review of Senior Acquisition and Assistance Specialist and final approval of the Contracting Officer.

**f. Nature, Level, and Purpose of Contacts:**

Direct contact with all Mission officials including office directors and the front office. Externally, contact with mid level representatives of US and local businesses, host country counterparts, non-governmental organizations, Public International Organizations and other USG agencies in the negotiation and administration of acquisition and assistance instruments.

**g. Time Expected to Reach Full Performance Level:**

Three (3) years.

**QUALIFICATIONS AND EVALUATION FACTORS**

**a. Education**

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement

Possession of a bachelor's degree in a relevant field; i.e., business administration, finance, marketing, law, etc. Specialized training in USG and USAID Regulations essential but can occur after employment.

**b. Prior Experience.**

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement

Three to five years of progressively responsible experience in acquisition, law, management, business, finance or accounting. At least two years of procurement experience with a U.S. Government Agency or international organization is desirable. Previous experience of working in developing countries and donor funded programs involving either direct procurement and/or procurement reform is essential.

**c. Post Entry Training**

A full structured training program referred to as Procurement Management Certification Program (PMCP) is mandatory. The PMCP includes, but is not limited to the following courses: 1) Federal and USAID Acquisition Regulations (FAAR), 2) Assistance Management, 3) Cost and Price Analysis, 4) Personal Services Contracts, 5) Competition in Contracting Act (CICA), 6) Simplified Acquisition Procedures (SAP), 7) Federal Contract

Law, and 8). Contracts Administration I and II. PMCP also requires "On-the-job-training" in order to attain the required competencies. Upon completion of the basic PMCP coursework, continuing education is required to maintain PMCP certification.

**d. Language Proficiency:**

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement.

- A minimum professional fluency in French is **required**.

This includes the ability to read technical and performance reports with complete understanding; ability to participate effectively in most formal and informal conversations on practical, social, and professional topics, ability to discuss particular interests and special fields of competence with relative ease; ability to participate effectively in meetings with complete comprehension for a normal rate of speech; ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects; and ability to write documents; strong writing skills in French are **preferred**.

- A minimum of full professional fluency in English (Level IV) is **required**.

This includes the ability to use the language fluently and accurately on all professional levels needed with a high degree of effectiveness, reliability, and precision in vocabulary. This means that s/he can understand and participate in conversations within the range of his/her personal or professional experience, can respond appropriately even in unfamiliar situations; can read and fully understand regulations and policy; can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and generally are free from errors in usage and sentence structure. English skills at the ability of a bilingual proficiency are **preferred**.

**f. Skills and Abilities:**

Excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates. Ability to speak authoritatively before other USAID personnel, as well as to negotiate and represent the US Government's best interests to both US and local individuals, most of whom will hold high level positions within their organizations. Excellent negotiation skills are vital to be able to orchestrate "win-win" situations between disparate parties. Ability to absorb a great deal of data and recall the information (e.g. researching regulatory guidance) is essential in order to interpret and apply the information to real-life situations. Excellent organizational/time management skills to perform work on many actions at the same time, keeping them all moving forward to completion even though each is at a different life-cycle stage. Ability to analyze CTO evaluation of contractor performance against stated criteria and numerical rating. Excellent English and French-language writing and computer (word processing and spreadsheet applications) skills.

**Computer Skills**

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement. Fully functional in Windows, MS Outlook, word processing, and spreadsheet software is **required**.

Fully functional in using the internet to solve problems and research information, such as regulatory guidance and potential vendors is **required**.

**CONDITIONS OF ELIGIBILITY:** Applicant must be a Cooperating Country National from Benin or Foreign Service National from the region. US Citizens are not eligible to apply for this position. All compensation will be in accordance with the local compensation plan and payment will be in local currency (FCFA).

Also, subject to the pending approval, USAID/Benin is considering the payment of relocation to and from post for selected candidate, if from this region but not to exceed a certain amount to be determined.

### **INSTRUCTIONS TO APPLICANTS**

Applicants must submit a curriculum vitae (CV) which contains information about education, professional experience, language and skills and salary history. If desired, Candidate may complete the Optional Form 612 which can be obtained from the USAID website <http://www.usaid.gov/forms/of-612.doc>. CVs must include a discussion of each of the qualification requirement. Applicants must prepare a cover letter which provides a brief summary describing how other skills for this position were demonstrated in previous professional experience. Applicants are also required to submit copies of the application in both French and English.

Applications must include the names and contacts information for at least three references. At least one should be the current immediate supervisor OR have been an immediate supervisor. USAID will contact current employers for references. Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if considered for selection. USAID may seek additional contacts for reference check as appropriate or determine necessary.

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. After candidate applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, professional experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written exam and interview. After reviewing all results, the recruitment committee will make a determination of candidates which have the requisite qualifications and experience to successfully fulfill the position. The references for these candidates will be contacted. The results of the testing and interview, along with the reference check results, will be considered in the selection process.

Applicants should retain for their record copies of all enclosures that accompany their submission. Please reference the subject position title when sending your application

Note that initial compensation for this position will be negotiated within the range of the market value of trainee level at FSN 9, based upon the candidates past salary, work history, experience and education background.”

### **HOW TO APPLY?**

Applications must be submitted in a sealed envelop to the attention of Executive Office/Personnel and marked “Application for the position of Acquisition and Assistance Specialist”. The closing date and time for receipt of applications is December 02, 2009 at 12:00 am, local Benin Time.